



Administrative Assistant Town of Weston

Administrative services provider on behalf of the Board of Selectmen and Town Administrator with significant resident interaction. Duties include: prepare Board materials and documents, presentations and excel spread sheets; attend meetings and write minutes; schedule appointments for First Selectman; coordinate postings and meeting activities for several boards and commissions; update web site; submit insurance claims and prepare reports; some purchasing; write correspondence to appointees, attorneys, residents, town and school depts.; prepares and publishes legal and public hearing notices; maintain confidential records; direct telephone inquiries & complete special project assignments. Well developed communication and computer skills a must, as are an Associate Degree (BA preferred) plus min. 3 years relevant experience. Full position description available at westonct.gov. Resume review will begin Aug 1 and will continue until filled. Starting Salary mid \$50s.

Send cover letter and resume to: Town Administrator, PO Box 1007, Weston, CT 06883, or tlandry@westonct.gov.